



St. Martin's Engineering College

An Autonomous Institution
Dhulapally, Secunderabad-500 100
NBA & NAAC A+ Accredited



MINUTES OF MEETING

Meeting of the Transport Committee was held on Feb 23rd 2020 at 11 AM in the Board Room.
The following staff has attended:

S. No.	Name of the Staff	Role	Department
1	Mr. A. Suresh Kumar	Convener	Admin
2	Mr. G. Praveen	Member	TPT
3	Mr. Nagendra	Member	Admin
4	Mr. C.M. Ashok	Member	Mech
5	Mr. Hanuman Naik	Member	Mech
6	Mr. Rajesh	Member	Accounts

Frequency of Meeting: Once in a year, as and when required

Functions and Responsibilities:

- The transport committee is constituted to help the administration in managing the transport facility for students and staff.
- To maintain the health of buses and cars
- To organize the transport facility during college events like college day, seminars.
- To help the administration in procurement of spares.


Convener